

Role Description

Project Delivery Officer



Title	Project Delivery Officer
Classification/Grade/Band	Band 2 Level 3
Group/Unit/Section	Water & Sewer / Planning & Delivery / Major Construction
Reports to	Section Manager Major Construction

Vision

A vibrant organisation doing great things.

Purpose

To provide valuable services that strengthen and support the Central Coast Community

Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best, Be Safe and Be Positive. All employees have a responsibility to uphold and champion these values.

Primary Role Statement

In contributing to the overarching vision and purpose, the role of Project Delivery Officer is responsible for the full range of program delivery functions, including input into the preparation of water and sewerage capital works programmes, preparing cost estimates, the preparation and management of technical and contract related documentation, implementation of projects, site supervision and compliance audits

The position of Project Delivery Officer is required to provide quality customer service and create value for the community.



Key Duties and Responsibilities

- Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management;
- Monitor procurement and contract management risks and implement actions to mitigate risks;
- Evaluate tenders and select providers objectively and rigorously, in line with principles;
- Develop well written and structured procurement documentation that clearly sets out business requirements;
- Prepare clear project proposals and ensure the scope is defined in measurable terms;
- Establish performance outcomes and measures for key project goals and defines monitoring, reporting, Safety and communication requirements;
- Prepare accurate cost and resource estimates for complex projects;
- Monitor completion of milestones against plans and amend where necessary;
- Evaluate, progress and identify improvements for future projects;
- Perform site inspections and maintain comprehensive site records;
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

Authority and Accountability

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Project Delivery Officer may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant



legislative framework. Independent action is required;

- Decisions made by the Project Delivery Officer affect the work and activities of others within the work group or team;
- The work of the Project Delivery Officer influences the community within a specified service line through the application of technical skill or application of regulatory requirements.;
- The Project Delivery Officer is responsible for ensuring that operational safety standards or other requirements are met at an operational level.
- Identifies requirements as an input to budget development;
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

Interpersonal Skills

- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;



- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;
- Purchase under delegation and comply with procedures;
- Understand project goals, action tasks and expected outcomes and identify and escalate project variances.

Team Work

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.



QUALIFICATIONS

Essential

- Diploma or Certificate IV qualification Civil Works or related field OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's Licence;
- Valid Construction General Induction card - NSW WorkCover or equivalent.

EXPERIENCE

- Demonstrated experience in the construction of projects by contract
- Demonstrated experience in contract management
- Demonstrated ability to prepare project documentation for pricing.
- Demonstrated experience in estimating, cost control and programming of civil works
- Demonstrated quality assurance principles

Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Professional/Industry associations including Unions

